



**CHIEF, LAW ENFORCEMENT DIVISION O.E.S.
OPEN, NON-PROMOTIONAL SPOT FOR
SACRAMENTO
FINAL FILING DATE: JUNE 4, 2009**

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

**OPEN,
NON-
PROMOTIONAL
SPOT FOR**

HEADQUARTERS – SACRAMENTO
Candidates may only establish eligibility in this location. Indicate Sacramento in the spot location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL:
California Emergency Management Agency
Recruitment and Selection Services
3650 Schriever Avenue
Mather, CA 95655
ATTN: Gail Loesch

FILE IN PERSON:
California Emergency Management Agency
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8323
ATTN: Gail Loesch

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR CALIFORNIA EMERGENCY MANAGEMENT AGENCY SATELLITE OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, California Emergency Management Agency, or at www.oes.ca.gov/hq/jobs on the Internet.

**REASONABLE
ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$5,862 - \$7,440

**TRAINING AND
EXPERIENCE
EVALUATION**

The Training and Experience Evaluation (TEE) examination will be mailed to each applicant after timely receipt and acceptance of the standard state application. Complete instructions for completion and return of the TEE will be included in the mailed examination package.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by June 4, 2009. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. **NOTE:** All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**MINIMUM
QUALIFICATIONS**

Either I
Experience: Three years of experience in the California state service performing the duties of a Senior Coordinator (Law Enforcement), O.E.S., or five years performing the duties of Coordinator (Law Enforcement), O.E.S.

Or II
Experience: Must have attained the rank equivalent to captain or higher, or have performed the duties of a lieutenant for five years, in a California municipal police department in a city of at least 30,000 population, or in a sheriff's department, or in a California state law enforcement agency or department. and

Education: Graduation from a four-year accredited college or university with major emphasis in the areas of public administration, business administration, administration of justice, political sciences, or related areas, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b); and possession of a California Peace Officer Standards and Training basic certificate.

**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated administrative ability, tact, and willingness to travel, to work long and irregular hours, and to work on Sundays and holidays.

**SPECIAL
REQUIREMENTS**

Existing law provides that, prior to appointment to a position with full peace officer powers in California, an individual must have:

1. Within the last three years, served as a peace officer in California; or
2. Been certified or recertified in the POST basic course within the last three years; or
3. Successfully completed, through reexamination, the POST basic course waiver process within the last three years. And
4. Age Requirement: Be at least 18 years of age. And
5. Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied. And
6. Driver's License: Applicants must possess a valid Class 3 driver's license prior to appointment. Applicants

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	<p>who do not possess the license will be admitted to the examination but must secure the license prior to appointment. And</p> <p>7. Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as a peace officer. Such persons are not eligible to compete for, or be appointed to, positions in this class. And</p> <p>8. Psychological Screening: Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.</p>
ADDITIONAL DESIRABLE CHARACTERISTIC	In addition to the above knowledge and abilities, possession of the middle management and advanced certificates as evidence of increased competency at this level is desirable.
POSITION DESCRIPTION	This is the full journey person level. Incumbents independently perform the more responsible, varied, and complex analytical staff work and provide consultation and advice to management, representatives of governmental agencies, and private, nonprofit organizations. Incumbents typically are assigned independent responsibility for program maintenance and coordinate the efforts of representatives of various governmental agencies or private, nonprofit organizations. The majority of positions are permanently allocated to this level.
EXAMINATION INFORMATION	<p>This examination will consist of Training and Experience Evaluation test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained.</p> <p>TRAINING AND EXPERIENCE EVALUATION – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Modern principles and practices of law enforcement and police administration.2. Administrative problems of large law enforcement agencies.3. Procedures and operation of the State Mutual Aid Law Enforcement and Facility Self-Protection Disaster Plans.4. Purposes, organization, activities and basic legislation of the California Emergency Management Agency.5. Objectives, organization, and operation of Federal, State and local civil defense and disaster activities.6. The Office's Equal Employment Opportunity Program objectives.7. A manager's role in the Equal Employment Opportunity Program and the process available to meet Equal Employment Opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Plan, organize, and direct the work of a staff.2. Establish and maintain cooperative relations with both governmental and nongovernmental representatives.3. Speak and write effectively.4. Analyze situations accurately and take effective action.5. Grasp ideas and information quickly and accurately.6. Effectively contribute to the Agencies Equal Employment Opportunity objectives.
ELIGIBLE LIST INFORMATION	An open, non-promotional spot eligible list will be established for the California Emergency Management Agency. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits.
VETERANS PREFERENCE POINTS	Veterans preference points will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Emergency Management Agency's Recruitment and Selection Services Office in **Sacramento at (916) 845-8323, three weeks after the final filing date if he/she has not received a progress notice.**

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, California Emergency Management Agency or at www.oes.ca.gov on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The California Emergency Management Agency reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Emergency Management Agency, Recruitment and Selection Services, 3650 Schriever Avenue, Mather, CA 95655
Voice (916) 845-8321, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929*